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To: Karen Simion, Interim Vice President of Instructional Affairs

Subject: Trip Report
Chuuk LRC site visit; PIALA Conference in Palau; Yap LRC site visit
November 4-24, 2014

I left Pohnpei on November 4th for KOHA training with librarians at the Chuuk campus LRC and Yap campus LRC in addition to presenting and participating at the 24th annual Pacific Islands Association of Libraries, Archives, and Museums (PIALA) conference in Palau.

Chuuk campus LRC (Nov 4-8, 2014)

I arrived in Chuuk on November 4 and began work the next day. I usually begin my first day of my site visits with a meeting with the staff for updates that I may not be aware of that needs to be addressed. Media Technician Edson Asito is considering accepting an offer for a position of similar qualifications and responsibilities with the Chuuk State Hospital. Cataloging questions were brought up on the audio-visual materials that MITC is responsible for. A lot of errors were identified and are currently been assigned to MITC Technician for corrections. The need to correct the records was stressed as the records will be accessible online in the very near future. Jayleen Kokis applied for staff development to participate at the 24th annual PIALA conference in Palau, but was declined due to the unavailability of staff development funds at the state campuses.

The rest of the week was spent on the use of KOHA, specifically exporting records from the Follett system and importing them into the KOHA system. Library staff members Kersweet Eria and Jayleen Kokis were both trained on exporting records of all their materials by the dates they were added into the system. We agreed that it would help prevent duplicate exporting of records since they would be all assigned years instead of titles or call numbers. Patron records were also exported from the Follett system by patron type, but have not yet been imported into KOHA. This will occur after I return to the National Campus. Copies of the records were retained in Follett for back up. Staff members were trained on the use of the other KOHA features: Cataloging, Circulation, and the use of the OPAC.

The morning of November 7, I participated in a Skype lecture with Eleanor Kleiber and Jean Thoulag of University of Hawaii at Manoa with Kleiber's LIS 693: Resources in Hawaiian and Pacific Librarianship class.

I left Chuuk on November 8th to attend the PIALA conference in Palau.

24th Annual PIALA Conference, Palau (Nov 9-16, 2014)

Palau Association of Libraries (PAL) hosted this year's PIALA conference in partnership with the Palau Community College (PCC). All workshops were held at the PCC campus. Over 50 participants attended this year's conference from the Pacific region. It should be noted that the entities of Chuuk, Kosrae, and Marshall Islands were not represented due to lack of funding support from their region. I participated in the PIALA Board meeting on November 10th and 12th and in the PIALA general meeting on November 13th as the acting secretary. At the November 10 Board meeting, my colleague, Imengel Mad and I presented a project proposal for the PIALA association to consider and approve for implementation. This proposal was a result of the training Imengel and I received at the 2014 IFLA BSLA Convening in Jakarta, Indonesia back in March 2014. We were tasked to develop a formal plan with timelines to submit to the Board for review at their next quarterly meeting. I also presented on the use of KOHA for low budget libraries titled *Making KOHA Work for You* on November 12th, sharing lessons learned from using KOHA at our libraries. New officers were elected for the Vice President and Treasurer positions of PIALA. The next PIALA conference will be held in July, hosted by the Marshall Islands.

Outcomes:

Information sharing of resources was successful with Pacific Islands University Library Director Paul Drake. The use of graphic novels to entice young adults to engage in reading and information literacy was discussed. Given the recent closure of the Book House Inc., from where we usually purchase our library resources, his introduction of [Better World Books](#) is something that we are considering ordering from in the near future. Grant opportunities are available and PAL is a great role model with the approval of two IMLS grants in FY2013 and FY2014 of \$40,000 and \$58,000 respectively. The library will be considering applying for IMLS grants that we are eligible for.


I left Palau on November 16, bound for Yap.

Yap campus LRC (Nov 4-8, 2014)

In Yap, I met with librarian Susan Guarin the first day where she shared with me her reference budget of \$3,000 for this fiscal year. I offered to cover her EBSCO subscription renewal of \$2,024.78 leaving her some funds to purchase other needed reference materials for her library.

Yap campus LRC is currently using Follett version 4.2 while Chuuk and Kosrae are both using version 3.0. The National campus LRC is using Follett 6.0 and Pohnpei campus with version 4.2 as well. Because of the differences in the versions of the program, there are some features that are available for some libraries, while lacking for others. Susan and I found that the export and import of book records was challenging due to differing formats of data that were used in Follett. We were able to import patron records for students successfully after the first three tries. The rest of the data were all exported for titles by year starting with 2003 to current and patron records for faculty, staff, and visitors. Susan was advised to keep copies of records that have been exported on the Follett even though they have been exported for KOHA purposes. Other KOHA features that Susan was trained on were Cataloging, Circulation, and Patrons.

I returned to Pohnpei in November 24.


Jennifer Heliesor
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